

Eastern Plating Company, Incorporated



Emergency Preparedness, Prevention & Response: Emergency Action & Contingency Plan

DOCUMENT # EQM-1002

**In conformance with:
40 CFR Chapter I, Part 265, Subparts C & D, Paragraphs 265.30
through 265.56
& 29 CFR 1910.38**



Eastern Plating Company, Inc.

CONTINGENCY PLAN AND EMERGENCY PREPAREDNESS & PREVENTION PROCEDURES

Document #: EQM-1002

Release Level: E

Release Date: 27APR02

Eastern Plating Company, Inc.

1200 South Baylis St.

Baltimore, MD 21224

Phone (410) 342-4107; Fax (410) 342-0105

Controlled Document:

| | | |
|---|--------------------------------|-------------------------|
| DOCUMENT CUSTODIAN: WELLINGTON ABHILASHI | | DOCUMENT # EQM-1002 |
| Date Issued: 11/26/07 | Approved by: Michael W. Castor | |
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RESPONSIBILITY, AUTHORITY, AND DISTRIBUTION LIST

| <i>Job Title</i> | <i>Responsibility</i> | <i>Manual Number</i> | <i>Controlled</i> |
|--------------------------|-------------------------|--------------------------|-------------------|
| General Manager | Michael Castor | 2 | Yes |
| Plant Chemist | Wellington Abhilashi | 1 | Yes Yes |
| Plant Manager | Karen Keffer | 3 | Yes |
| Customer Service Manager | Gerald Sullivan | 4 | Yes |
| Plant Copy | | 5 | Yes Yes |



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1. INTRODUCTION

1.1 Purpose: This plan is to be used in case of an emergency in which a spill of any hazardous material the Eastern Plating facility has occurred or has the potential to occur.

1.2 Scope: It contains the names of the personnel and institutions to be contacted, the equipment necessary to contain the spills and the procedures to be followed should a spill occur or an emergency arises in which a spill, or other hazardous material release could occur. This includes any events involving hazardous material releases at Eastern Plating Co., Inc.'s premises in which company, emergency personnel, or the community at large could be exposed to hazardous materials that have the potential to cause harm or detriment to human health.

1.3 Responsibility: The Plant Chemist has responsibility for the content and maintenance of this document.

2. EMERGENCY CONTACTS

2.1 Eastern Plating Emergency Coordinators

2.1.1 Wellington Abhilashi, Chemist

(410) 342-4107 Cell (410) 978-1093

2.1.1 Michael Castor, General Manager

(410) 207-4171 (cell)

2.1.2 Karen Keffer, Plant Manager

(443) 824-7001 (cell)

2.1.3 Gerald Sullivan, Customer Service Manager

(410) 342-4107



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Emergency Service Organizations

2.2.1 General Emergency

2.2.1.1 Condition: Fire; Explosion; Chemical Spills Resulting in Evolution and/or Discharge of Hazardous Gas; Spills in Excess of the ability of Eastern Plating Personnel to Contain, Control and Remediate; or Personal Injury Requiring Para-Medic, Ambulance, or Rescue.

2.2.1.2 Contact:

Baltimore City Fire Department - Highlandtown
520 South Conkling Street
Baltimore, Maryland 21224
911

2.2.2 Spills Outside the Building

2.2.2.1 Condition: Spills Outside of the Building in Excess of 500 gallon process solutions which are corrosive, or 15 gallons of Chromic Acid Anodize, 40 gallons of Dichromate Seal or 80 gallons of Iridite Solutions

2.2.2.2 Contact:

Maryland Department of the Environment
Hazardous and Solid Waste Administration
1800 Washington Blvd., Ste. 645
Baltimore, Maryland 21230
Emergency: 8AM to 5PM: (800) 633-6101
After 5PM, Weekends, Holidays: (410) 243-8700
Investigation Support Group: (410) 631-3400

2.2.3 Spills Inside the Building

2.2.3.1 Condition: Spill Inside the Building Where a Excess of 50 Gallons of Hazardous Chemicals Have Entered the Sanitary Sewer.

2.2.3.2 Contact:

Pollution Control Section
Bureau of Water and Waste Water
8201 Eastern Ave.
Baltimore, MD 21224
24 Hour Emergency: (410) 396-5352



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2.2.4 Non-Critical Personal Injury

2.2.4.1 Condition: Personal Injury Requiring Medical Attention
(not necessitating an ambulance)

2.2.4.2 Contact:

Physicians Prompt Care
1576 Merritt Blvd. Suite 2
Baltimore, MD 21222
(410) 282-8437

2.2.5 Poisoning or Suspected Poisoning by Ingestion

2.2.5.1 Condition: Poisoning or Suspected Poisoning by
Ingestion

2.2.5.2 Contact:

Poison Control: 1-800-492-2414
Seek Immediate Medical Care if Required

2.2.6 Violent Crime

2.2.6.1 Condition: Criminal Activity of a Violent Nature, Real or
Suspected that is transpire or has the potential to transpire on the
premises.

2.2.6.2 Contact:

Southeast Police District
5200 Eastern Avenue
Baltimore, Maryland 21224
(410) 396-2422; 911

2.3. Interface with Emergency Personnel

2.3.1 Information to Present on the Phone:

2.3.1.1 Your Name

2.3.1.2 Company Name: **Eastern Plating Company**

2.3.1.3 Location:

1200 South Baylis St. (Between Elliott & Toone Streets) Baltimore City

2.3.1.4 Chemicals Involved:

If any chemicals are involved make certain that this information is
provided:

Chemical Name, its Hazardous Components & its Characteristics.



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Approximate Quantity of Chemicals Spilled

Is the Spill Contained and is there any Imminent Danger of a New or Expanded Spill.

Personal Injury Requiring Immediate Medical Attention

2.3.2 Example Response

"Hi, this is Mary Simpson. I am calling from Eastern Plating Company. The address here is 1200 South Baylis Street in Baltimore City. That is in the block between Elliott & Toone Streets. We have just had an accidental chemical spill that has resulted in a personal injury. A drum of MEK, that's methyl ethyl ketone, fell off the truck while we were unloading it and started to leak. When it fell the truck driver was injured badly: his leg looks like it is broken. He is conscious and alert. We have contained the spill with absorbent. MEK is a flammable solvent. Approximately 10 gallons has leaked out, but we captured it all with absorbent and we are currently placing it into drums. The drum is not leaking now, but the driver requires medical attention. Please send help."

2.3.3. Information to Have Available to Responding Emergency Personnel:

MSDS for appropriate chemicals if applicable.

The Plant Layout.



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3. FLOOR PLAN OF EASTERN PLATING

Please find the floor plan for Eastern Plating Company, Inc. in Appendix I . It contains the Exit Locations, Fire Extinguisher Locations, Tank Layout, and the key locations which are referenced in Emergency Spill Procedures.



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4. EMERGENCY EQUIPMENT

4.1. Fire Extinguishers

Five (5) fire extinguishers are located throughout the building at the following locations:

Front Entrance - to the right of the front door

MEK Stripping Area - on the yellow beam to the left of the MEK-Maskant Stripping Dip Tanks.

MEK Waste Storage Area - on the wall to the left of the MEK Waste Storage Area in the front of the building.

Chemical Process Area – (4) on the yellow beam behind Tank # 18; on yellow beam by restrooms; on the yellow by Tank #1; on the yellow beam by Tank 16 C.

Chemical Storage Area - on the wall by Wastewater Treatment Control Panel

Masking Room (2)

Degreasing Area (1)

4.2. Safety Equipment

Personal Safety Equipment can be found in the Personal Safety Kits. The kits are located on UPS shipping shelf and are to be worn by personnel during an emergency when necessary. Listed below are the contents of each kit.

Safety Goggles

Disposable Coveralls - Tyvek QC Coveralls

4.3 Spill Control Equipment

4.3.1. Two (2) Spill Control Equipment Storage Drums

are provided for use to contain accidental spills and to prevent toxic chemicals from being released into the environment or endangering lives. One drum is located in the front of the building (Baylis St. side) between the Carbon Dioxide Storage Tanks and the Waste MEK. The other drum is located in the Chemical Storage Area where the drums are stored. Each drum contains:



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Absorbent - Absorption material loose and in mat form.

Absorbent-Filled Containment Socks

Shovels - Plastic scoop shovels are located in the drums.

Plastic Trash Bags (30 Gallon, Heavy Duty)

Chemical Labels

4.3.2 Pumps - two electric pumps can be found in the following locations:

4.3.2.1 High Speed Portable Horizontal Centrifugal Pump

This pump is located by the Chillers in the Chemical Storage/Mechanical Utility Room. Hoses can be found in Maintenance Area.

4.3.2.2 Drum Pump

The can be found in the Maintenance Area.

The 50 ft. X 1-1/4" nylon braided reinforced PVC Extension Hose is also located in the Maintenance Area.

4.3.3 Empty Storage Containers:

4.3.3.1 Empty five gallon pails are located throughout the shop.

4.3.3.2 Empty fifty-five gallon drums (closed-topped) are located in the Empty Drum Storage Area.

4.3.3.3 Open-Headed, 55 gallon drums which store the "Spill Control Equipment, can be used for the storage of sludge, used absorbent, and solid wastes, as well as liquids.

4.3.4 Wet & Dry Shop Vacuum: Located in Maintenance Area

4.3.5 Responsibility. The Plant Chemist shall be responsible for the specification, purchase, and maintenance of the above equipment. The Plant Chemist shall provide for monthly review of said equipment and shall ascertain and assure its readiness, adequacy and sufficiency.



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5. PROCEDURES

5.1. Hazardous Material Spill

In the event of a Hazardous Material Spill, the following procedures are to be followed immediately to insure a safe and quick cleanup:

5.1.1 Notify the Environmental Emergency Coordinators listed above in Section II.

5.1.2 All individuals must put on appropriate Safety Equipment before working on the spill.

5.1.3 Contain the spill. Place absorbent socks around the perimeter of the spill area.

5.1.4 Use shop vacuum to vacuum up spilled material, or alternatively use bulk absorbent to absorb the spilled material and shovel or vacuum the absorbent/hazardous material into storage drums, buckets, or bags as appropriate. CAUTION: Do NOT use the vacuum for or around flammable liquids.



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5.2. Leaking Containers

5.2.1 Leaking Tanks.

5.2.1.1 Notify the Emergency Coordinators listed above in Section 2.1.

5.2.1.2 All individuals must put on appropriate Safety Equipment before working on the spill.

5.2.1.3 Contain the spill. Place absorbent socks around the perimeter of the spill area.

5.2.1.4 Using the Drum Pump empty the nearest rinse tank of compatible construction. Pump the remaining solution from the tank into the empty rinse tank.

5.2.1.5 Clean up spilled material as outlined above

5.2.2 Leaking Drums

5.2.2.1 Notify one of the Environmental Emergency Coordinators listed above in Section II.

5.2.2.2 All individuals must put on appropriate Safety Equipment before working on the spill.

5.2.2.3 Contain the spill. Place absorbent socks around the perimeter of the spill area.

5.2.2.4 Transfer the contents to an empty drum constructed of compatible material. CAUTION: Do NOT use the electric drum pump for flammable material.

5.2.2.5 Clean up spilled material as outlined above.

Spills Leaving the Building.

If the spill has left the building, contact the following organizations given the following conditions:

5.3.1 Spills outside of the building in excess of the ability of Eastern Plating personnel to contain, control and remediate.

Contact:

Baltimore City Fire Department - Highlandtown

520 South Conkling Street

Baltimore, Maryland 21224



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911

5.3.2 Spills Outside of the Building in Excess of 500 gallon process solutions which are corrosive, or 15 gallons of Chromic Acid Anodize, 40 gallons of Dichromate Seal or 80 gallons of Iridite Solutions

5.3.2.1 Contact:

Maryland Department of the Environment
Hazardous and Solid Waste Administration
2500 Broening Highway
Baltimore, Maryland 21224

Emergency:

8AM to 5PM: 1-800-633-6101

After 5PM, Weekends, Holidays: (410) 243-8700

Investigation Support Group: (410) 631-3400

5.3.2.2 Inform the office the following information:

A spill has occurred

What hazardous material is involved, its concentration; and its hazardous characteristics (refer to MSDS and Tank Chart if applicable).

The current status of the spill: whether it is contained, cleaned-up, or assistance is on the way.

Any other information regarding the nature and the status of the spill

5.3.3 If the spill has resulted in an Excess of 50 Gallons of Hazardous Chemicals having entered the Sanitary Sewer:

5.3.3.1 Contact:

**Pollution Control Section
Bureau of Water and Waste Water
8201 Eastern Ave.
Baltimore, MD 21224
24 Hour Emergency: (410) 396-5352**

5.3.3.2 Inform the office the following information:

A spill has occurred



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From which tank the spill occurred

The current status of the spill: whether it is contained, cleaned-up,
or assistance is on the way.

Any other information regarding the nature and the status of the
spill



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6. EVACUATION PLAN

6.1. Conditions which Invoke the Requirement for Evacuation

6.1.1 There is a fire in magnitude greater than what can be Contained, Controlled and Remediated by Eastern Plating Personnel.

6.1.2 A spill has occurred which has released toxic fumes into the plant.

6.1.3 An explosion has occurred.

6.2 Procedures for an Evacuation.

Should an Evacuation be necessary, follow the procedures below:

6.2.1 Emergency Coordinator(s) should initiate and coordinate the evacuation of practicable.

6.2.1.1 They should be contact 911 immediately and alert them as per above instructions.

6.2.1.2 Employees should be notified by intercom that they are to proceed to the emergency exits immediately and evacuate the building.

6.2.1.3 The MSDS/Emergency Response Book should be obtained and removed by the Emergency Coordinators(s)

6.2.2. Personnel should evacuate the premises via Emergency Exits

6.2.2.1 Two Emergency Exits are located at the front of the shop.

6.2.2.2 One Emergency Exit is located of the Mechanical Room on the North Alley side of the building.

6.2.3 Go to the nearest phone outside the shop and contact 911.

To locate the nearest phone outside of the shop, go to the following locations:



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6.2.3.1 3424 Toone Street, Downstairs Office or Lab, then
theUpstairs Apartment

6.2.3.2 Any of the neighbors on Toone or Elliott Street.

6.2.3.3 Pay Phone on the northwest corner of Elliott & Conkling
Sts.

**6.2.4 Assembly point is at 3424 Toone St. where all employees should
assemble, subsequent to the order for evacuation.**

**6.2.5 Re-entry of the premises is not permitted until such time that the
Emergency Coordinator In-Charge has received the "All Clear" from the
Emergency Response Organizations.**



EASTERN PLATING CO., INC.
1200 S. BAYLIS ST. BALTIMORE CITY
PLAN" LAYOUT 12/20/2004 REVE 1/10TH SCALE